

IC 2000-1 TO AFSOCI 10-202, VOLUME 1, COMMAND AND CONTROL RESPONSIBILITIES AND PROCEDURES

1 JUNE 2000

SUMMARY OF REVISIONS

This change adds Chapter 14, Command Post Annual Awards Program to the AFSOCI. It gives criteria and instructions for the implementation of the Command Post career field annual awards. It should be incorporated in its entirety.

Chapter 14 (ADDED)

COMMAND POST ANNUAL AWARDS PROGRAM

14.1. Purpose. This instruction describes the implementation of HQ AFSOC/DOOC's annual Command Post (CP) Awards Program. It prescribes nomination and award criteria for six individual awards available, as well as the procedures that will be used to select and present the awards.

14.2. Award Categories. HQ AFSOC/DOOC will sponsor six annual individual CP awards in the following categories: CP Senior Non-Commissioned Officer (SNCO) of the Year, Maintenance Operations Center (MOC) SNCO of the Year, CP NCO of the Year, MOC NCO of the Year, CP Airman (AMN) of the Year, and MOC AMN of the year.

14.3. Nomination Requirements. All AFSOC personnel meeting award criteria are eligible for nomination. Each AFSOC CP and MOC may submit one nomination for each individual award.

14.4. Eligibility Period and Submission Guidance. For all awards, the eligibility period will begin 1 January and end 31 December, with 2000 being the first year. HQ AFSOC/DOOC must receive all nomination packages no later than 10 February of the following year (i.e., 10 February 2001 for 2000 nominations). Packages received after 10 February will not be considered. Send nomination packages by mail or fax; do not send packages via AUTODIN/message. Mailing address: HQ AFSOC/DOOC, 100 Bartley St., Ste 11414W, Hurlburt Field FL 32544-52148. Fax number: Commercial 850-884-2117, DSN 579-2117. After all nomination packages are received, HQ AFSOC/DOOC will convene a selection committee to determine a winner in each category. The HQ AFSOC Director of Operations (HQ AFSOC/DO) will announce the winners via official memo during the first week in March.

14.5. Nomination Format. Use AF Form 1206, **Nomination for Award**, in Times New Roman font, 12-pitch, for each nomination. Submissions are limited to the front and back of the AF Form 1206. A brief letter of endorsement from the wing commander or nominating authority will accompany each nomination package. Any other attachments or supplemental materials are not authorized. Comments and information on the AF Form 1206 will be in bullet statement format per criteria/categories listed below:

14.5.1. Leadership and Job Performance in Primary Duty – Specific aspects of job performance, which have contributed significantly to increased mission effectiveness during the recognition period. This is 40 percent of the assessment.

14.5.2. Leadership Qualities (Social, Cultural, and Religious Activities) – Contributions to the military/civilian community's welfare, morale, or status during the recognition period. This is 10 percent of the assessment.

14.5.3. Significant Self-Improvement Efforts – On/off-duty education, achievements in professional or cultural societies or associations, and development of creative abilities during the recognition period. Also, note any previously completed civilian degree or PME (CCAF, college degree, NCO Academy, etc.) in the nominees career. This is 20 percent of the assessment.

14.5.4. Other Accomplishments – The nature and results of the individual's personal accomplishments/ initiatives related to the work environment that set him/her apart from others of equal or higher grade. This is 20 percent of the assessment.

14.5.5. Articulate and Positive Representative of the Air Force – Ability must have been demonstrated as an articulate and positive enlisted member of the Air Force during this nomination period. This is 10 percent of the assessment.

14.6. Description of Awards. Winners of the annual individual awards will receive congratulatory letters and personalized plaques (or trophies) recognizing their superior performance and accomplishments.

14.7. Awards Program Administration. The AFSOC 1C3X1 Functional Manager assigned to HQ AFSOC/DOOC is the focal point for this awards program. All questions concerning the program may be directed to that office at commercial: 850-884-2112, or DSN 579-2112. HQ AFSOC/DOOC will alert units in November of each year that the awards submission cycle is about to begin and that nomination packages are due per the guidance indicated above.